

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JANUARY 25, 2016
6:30 P.M.**

APPROVED

SELECTMEN PRESENT: Brown, Cebula, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Brooke Williams, Anne Stewart, Lou Urbano, Ron Leidner, Larry Cole, Marna Bate, and others.

MEETING CALLED TO ORDER at 6:30 p.m. by Chairman Hughes.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Urbano requested a public meeting for all sides to come together on West Harwich issues. He stressed the need for a plan for the area and advocated for it to be addressed in the budget. Chairman Hughes agreed to agenda a public meeting.

With regard to Item B in the Consent Agenda for approval of an application for a Road Race by B.A. Event Promotions, Mr. Cole noted that there are course and distance changes for the race this year.

Mr. Williams stated that the housing plan had an initiative for the preservation of the affordability of Pine Oaks I and II that expires in 2018 and he noted that it is not too early for consideration of funding. He added that the Town was supposed to have a housing consultant and he doesn't know why that has not been pursued but it is an important issue.

CONSENT AGENDA

- A. Approve the Award of Contract for the creation of an artificial reef to Robert B. Our, Co., Inc. in the amount of \$105,450
- B. Approve application for Road Race by B.A. Event Promotions for October 2, 2016
- C. Approve application for Auto Class IV Auto Repairman License for All Out Performance

Ms. Brown moved approval of the Consent Agenda. Ms. Cebula seconded the motion. Mr. Clark said there would be a change order to Item A to move the material from the landfill. Ms. Cebula asked to hold Item A until we have the exact dollar amount of the change order. Ms. Brown agreed to amend her motion to hold Item A. The motion carried by a unanimous vote.

NEW BUSINESS

- A. Lease Agreement between the Town and Hot Stove, Inc. for Cranberry Valley Golf Course restaurant and bar concession – *discussion and possible vote*

Mr. Clark clarified the hours of operation and the improvements to take place and Mr. Leidner described the menu. Chairman Hughes encouraged them to put signage out to draw people in. Ms. Cebula moved to accept the lease agreement between the Town and the Hot Stove, Inc. for the Cranberry Valley Golf Course restaurant and bar concession. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

B. Town Administrator mid-year goals and objectives – *discussion and possible vote*

Mr. Clark outlined the progress on his goals and objectives as outlined in his memo to the Board updated on January 20, 2016.

C. Non-Binding Ballot question regarding the Harwich Middle School – *discussion and possible vote*

Mr. Clark outlined the draft ballot questions and related explanations (see attached). Chairman Hughes asked if anyone has taken a guess as to how much it would cost to move Town Hall and Ms. Brown asked if that number was included in the questions. Mr. Clark said he didn't think that number was specifically in there and Mr. LaMantia said we should add it in. He suggested we get it from the School Committee as they just did this. Ms. Cebula suggested that part of this includes the selling of Town Hall and Albro House and that should be in the ballot questions as well and that in question #4 the text "which will cover all operating expenses itself" should be added after "private cultural center." With regard to question #3, Ms. Cebula stated that if a large housing project goes in there then the tax value will be a lot more than \$20,000 to \$30,000. Also in question #3, Ms. Brown pointed out that \$650,000 is the estimated sale price and not the estimated value. Mr. LaMantia said we can't call it a private cultural center, he suggested indicating that it is a non-profit or a cultural center not funded by taxpayer dollars. The Board agreed to take out the word "private." Ms. Cebula said we have to use stronger language than "minimal maintenance" such as they "are responsible for all maintenance." Ms. Brown recommended that the language in question #1 should be for mixed municipal use and Town Hall instead of cultural center and Town Hall because there are two questions referring to cultural center. Mr. LaMantia disagreed and said the two questions are very different. Chairman Hughes asked the Board to send their comments to either he or Mr. Clark and they would bring it back on February 8. Ms. Stewart recommended that there be an open house for the public to see the building and Chairman Hughes said they would probably do that after they firm up the questions. Mr. Clark noted that they could do a virtual tour on Channel 18 as well. Mr. Williams said that the Selectmen should consider hiring a consultant to work with some of these approaches and fine tune the costs and financial implications and that whatever happens, wastewater will have to be addressed. Ms. Bate said she doesn't see the building as a cultural center and there should be more number information in the questions.

D. Request for memorial bench to be placed on town property – *discussion and possible vote*

Dr. Anastasio explained the request to place a commemorative bench in the green area between Town Hall parking lot and Old Colony Road in honor of a long time Rotary Club member who passed away. Chairman Hughes suggested that he speak to Mr. Hooper about the bench material. Mr. LaMantia questioned how to control this if everyone shows up wanting to put up a bench. Chairman Hughes responded that he can't remember the last time we got a bench request. Mr.

Clark said Dr. Anastasio can call him to schedule a meeting with he and Mr. Hooper to discuss the location. Ms. Cebula pointed out that this has to go through the Historic Commission. Chairman Hughes said to let Dr. Anastasio work out the details with Mr. Clark, see if there are any issues, and bring back to the Board. Mr. Clark said they will see if it has to go through the Historic Commission.

TOWN ADMINISTRATOR'S REPORT

A. Town Administrator Contract extension and Contract Amendment

Chairman Hughes reported that Mr. Clark has notified the Board that it is his intention to continue in the employ of the Town and has recommended a few items for them to take up in his contract. Mr. Clark said he would like to get a sense of the direction the Board is going before the end of February. Chairman Hughes said he would like to schedule an executive session on this topic in a week or two. Mr. Clark asked the Board to take into account how he is viewed by department heads. Mr. MacAskill suggested sending confidential questionnaires to department heads and Ms. Cebula said she would be willing to work with Mr. MacAskill on developing questions. Mr. LaMantia said he preferred chatting with them and the written document isn't appropriate. Ms. Cebula disagreed and noted that it would be anonymous. Chairman Hughes said he would chat with each department head. Ms. Brown preferred the candidness that could come from the anonymous questionnaire. Ms. Cebula noted that the rest of the Board would be hearing what the department heads said through Chairman Hughes' filter. It was agreed to bring a questionnaire back to the Board.

B. Health Insurance Costs in departmental line item of the budget

Mr. Clark stated that Ms. Cebula had worked with both he and Mr. Gould about making some changes to how we do budgeting and Mr. Gould had followed up with John Giorgio with regard to HIPPA issues and whether we are going to be able to do that. He explained that the issue that emerges is that if you have small departments it could identify who has health insurance, and the other caution from Mr. Giorgio is that Chapter 44, Section 33B provides for the Board of Selectmen and Finance Committee to approve some interdepartmental transfers at the end of the year without a Town Meeting vote and he suggested that that may be a little bit more difficult to accomplish. He said that it is still his intent to provide to the public in general what the indirect cost factors are for various employees and that will be in the budget message. He explained that the best way is to categorize clerical, administrative and Police and Fire. Chairman Hughes stated that Mr. Giorgio made it clear that he didn't think giving out health information is something we should do. Ms. Cebula said she spoke to Ms. Quirk and explained her concept which is that if there is \$10 million dollars' worth of salary and there is a million dollars' worth of health care, one divided by the other is 10% and that is the factor you apply and Ms. Quirk responded that that is a different question and it doesn't give any private information out. Ms. Cebula said she is not sure what question was asked of Mr. Giorgio. She asked if this is going to be allocated out to the departments in the FY17 and Mr. Clark responded that per their discussion it was always slotted for FY18. Ms. Cebula disagreed and said they were supposed to come up with a method for FY17 and added that she is not sure Mr. Giorgio was asked the right question. Mr. Hughes noted that Mr. Giorgio made it clear that the blended number was fine. Ms. Cebula said she understands the HIPPA laws well and this was never supposed to identify who took what plan, but rather it was

was straight percentage. Mr. MacAskill questioned if it is too late to do this. Mr. Clark said that work is going to be done with grouping of employees and it would be done as a total percentage and not by individual departments. Ms. Cebula said she was very disappointed and will probably have to compose minutes after future meetings. Mr. Clark said when they first met, he and Mr. Gould said they probably weren't going to get this done for FY17 and would work on it for FY18. Mr. Gould said he has been tied up with getting free cash certified and getting the books done as well as with the auditors working on audit. He asked if they can get something to the Board by the end of February for FY18 and Ms. Cebula responded that she wanted it for this year and it is irrelevant at this point. Mr. Gould said he could have the methodology for FY18 and Chairman Hughes encouraged him to bring that back to see if they can't get an agreement at that point.

Mr. Clark stated that Carole Ridley called him on Friday on behalf of the Pleasant Bay Alliance because she wanted to be able to at least submit an initial proposal for potential for a grant and it was due Friday so he told her to submit the letter of interest and anything that was awarded would have to come back to the Selectmen. He said the proposal seeks to build organizational and technical capacity in the Pleasant Bay watershed for implementing the nutrient management projects. He stated that it is a 4 year grant totaling almost \$800,000.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

NON-BINDING ADVISORY BALLOT QUESTION REGARDING THE HARWICH
MIDDLE SCHOOL

The Board of Selectmen is evaluating options for the re-use or sale of the Harwich Middle School Building, and is seeking voter input on four options, all of which will require a future action of town meeting. **Please vote for only one option:**

1. Do you favor retention of the Harwich Middle School Building and changing the use to a mixed municipal-private use such as a relocated town hall and private leased area for cultural activities, which has a current estimated cost of \$11,476,000 for a full upgrade of the available 79,700 square feet of space and an estimated operation and maintenance cost of \$250,000 annual?
2. Do you favor demolition of the Harwich Middle School Building and retention of the land for a future general municipal use which has a current estimated cost to the Town of \$800,000 for demolition and site restoration?
3. Do you favor the sale of the Harwich Middle School Building and the land for affordable or senior housing purposes, which has a current estimated value of sale by the Town of \$650,000, with an annual tax value of \$20,000 to \$30,000 per year?
4. Do you favor the retention of the Harwich Middle School Building, but utilizing full building and land for a private cultural center?

Question 1 Explanation/Comments: 25,840 square feet of area within the older section of the Middle School would be renovated for approximately \$250 per square foot for a total of \$6,460,000. This would allow for fuller renovation of HVAC, roof, windows, etc. 50,160 square feet exists for the gymnasium and other spaces would be renovated for approximately \$100 a square foot for a total of \$5,016,000. This would provide minimal renovations to include window replacement, but no HVAC. The grand total for renovations would be an estimated \$11,476,000. The annual building maintenance costs of the Middle School have been estimated at \$250,000 per year based on the prior use(s) of the building. This contemplates the sale or lease of the current Town Hall and Albro House properties, including related parking. As a debt exclusion item this would add \$0.02 to the tax base during the borrowing period. The highest estimated increase would be \$7.00 for the median priced house of \$340,200 and a lowest estimated increase of \$2.00. Currently the Town is budgeting \$125,000 per year for upkeep and insurance for the building and grounds.

Question 2 Explanation/Comments: Demolition costs do not include environmental remediation of the building. The area would be loamed and seeded for a lawn area and the land would remain for future General Municipal Use. Currently the Town is budgeting \$125,000 per year for minimal upkeep and insurance for the building and grounds.

Question 3 Explanation/Comments: Two separate Middle School Committees reviewed proposals for the Middle School that focused on affordable or senior housing. The Stratford Capital Group submitted the sole response to a formal RFP issued by the first committee for 56 housing units of affordable workforce housing at a total purchase price of \$672,000. This proposal was not accepted, in part, due to location of several new buildings beyond the footprint of the existing school. The second Middle School Committee subsequently placed limits both on the number of potential housing units and where they could be built. The Wise Living Company responded with a proposal to build 40 units of senior housing with 25% designated as affordable to be built entirely within the existing footprint of the Middle School. Since this was an informal proposal, no purchase price was stated. This second proposal is the best current example of affordable or senior housing if the town chooses to go forward with a housing option. The private development would add approximately \$0.01 to the base tax rate.

Questions 4 Explanation/Comment: The building and land would be leased for the purposes of a private not-for-profit cultural center use which would include programs in such fields as photography, the visual arts in multimedia, choreography, the culinary arts, creative writing, lectures, stage productions, design and decorating, dance, recording, song writing, poetry, jewelry making, pottery, sculpture, music, arts and crafts, comedy nights, talent shows, fund raising events, and film production, for all ages and for all hours of the day, including after school and summer programs. The building would be leased as is and the lessee would be responsible for the utilities and basic maintenance costs estimated at \$250,000 per year. It would be the Cultural Centers responsibility for programmatic changes and upgrades. Currently the Town is budgeting \$125,000 per year for upkeep and insurance for the building and grounds.

Related Documents - 1/25/16 BOS Meeting

- 01 Agenda 1-25.pdf
- 02 Artificial Reef Contract.pdf
- 03 Artificial Reef IFB.pdf
- 04 B A Events Road Race.pdf
- 05 All Out Performance Auto Lic.pdf
- 06 CVGC Restaurant Bar Concession.pdf
- 07 No Binding Ballot Question.pdf
- 08 Memorial Bench Request.pdf
- 09 TA Goals & Objectives.pdf
- 10 TA Contract extension & amendment.pdf
- 11 Health Insurance Costs in dept budgets.pdf